



# CENTRAL INSTRUMENTATION FACILITY(CIF)

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

PA Sangma International Block, Techno City, Killing Road, Baridua 9th Mile,

Meghalaya 793101

## REQUISITION FORM FOR GAS CHROMATOGRAPHY – MASS SPECTROMETRY

NAME OF THE USER:

NAME OF THE DEPARTMENT(S)(for internal use) :

NAME OF THE ORGANIZATION(S)/INSTITUTE(S)(for external use) :

CONTACT DETAILS:

PHONE/MOBILE NO-

EMAIL ID-

SAMPLE INFORMATION (Organic Sample Only):

S. No.	Sample ID	Sample (single / mixture), Sample weight, Nature (Solid/ semi-solid, liquid), Probable Molecular Structures and Exact Masses (Optional)	Solubility (Solvents)	Remarks

*(Note: Organo-metallic compound / inorganic complexes shall not be accepted)*

Samples are Air/Light Sensitive (Yes/No) :

STORAGE CONDITIONS (Room/Low Temp) :

PHYSICAL STATE OF THE SAMPLE:

MELTING POINT OF THE SAMPLE:

BOILING POINT OF THE SAMPLE:

APPLICATION FORM NO (to be filled by CIF Office)- USTM/K/CIF/2022/

**METHOD FOR SAMPLE ANALYSIS** (*Literature information can also be provided/attached*):

**DECLARATION:**

**a. To be filled by the applicant:**

I ..... hereby, declare that the publication of this analysis in Research paper (Journal/Magazine/ Conference Proceedings etc), Report, Thesis will be duly acknowledged and a copy of that will be sent to CIF, USTM.

**Date:** **Signature of the applicant:**

**b. To be filled by the PI/Supervisor/HoD/Principal:**

Dr./Mr./Ms. ....is hereby forwarded to use the instruments facility for above mentioned sample analysis in CIF, USTM and he/she will be abide by the rules and regulations of CIF, USTM.

Name of the PI/Supervisor/HoD/Principal :

**Date:** **Signature of the PI/Supervisor/HoD/Principal:**

**c. Recommendation by the Academic Registrar (USTM) / the Director(CIF):**

The applicant is hereby permitted to use the instrument facility sought for.

**Date:** **Signature of the Academic Registrar(USTM)/Director(CIF):**

**d. To be Filled by the Instrument Operator:**

a. Time and Date of Analysis:

b. Results of sample(s) analysis are provided to the applicant on .....

**Date:** **Signature of the instrument Operator:**

**Charges for GC-MS services:**

Instrument	Charge basis	Service Charge in INR				
		Sample charge for educational Institute of North East (Rs.)	Sample charge for educational Institute of outside North-East (Rs.)	Sample charge for Govt. Institution (Rs.)	Sample charge for Industry (Rs.)	Internal/USTM
GC-MS	Per Sample	1000	1500	3000	5000	500

Sample charges have to be paid **in advance**. Payment Mode:

- a. **Demand Draft:** in favour of “University of Science and Technology, Meghalaya”, Payable at “Guwahati”,
- b. **Cheque:** In favour of “University of Science and Technology, Meghalaya”,
- c. **Online Payment:** A/C No: 4652000100055493, **IFSC Code:** PUNB0465200  
**Bank Name:** Punjab National Bank, **Bank Address:** Six Mile Branch, Guwahati

**Note:**

- i. ***Before making payment, kindly clear all queries about sample from the corresponding Instrument Operator.***
- ii. Before submitting the samples for GC-MS analysis, kindly confirm the date and time with the Instrument Operator.
- iii. Any specific consumables required for particular sample preparation/analysis has to be arranged by the user.
- iv. Sample charges to be paid in favour of –  
University of Science & Technology, Meghalaya  
Techno City, Killing Road, Baridua , 9<sup>th</sup> Mile  
Meghalaya- 793101
- v. Separate form has to be submitted for different category of samples and analysis.
- vi. GST of 18 % on instrument usage charge has to be added extra as per govt regulation.
- vii. No further analysis will be carried out if not acknowledge duly.
- viii. **NO REFUND** in case of technical glitches with instrument. Only adjustment of fees permitted on re-use of the Instrument